


Invitation to Bid

LSUNO Auxillary				BIDS WILL BE PUBLICLY OPENED: January 08,2010 02:00 PM	
VENDOR NO. : SOLICITATION : 000322 OPENING DATE : 01/08/2010		Return Bid In Envelope/Labels Provided to: Purchasing Department 433 Bolivar St Room 623 New Orleans LA 70112		BUYER : Long, Lori BUYER PHONE : 504/568-4715 DATE ISSUED : 11/30/2009 REQ. NO : 0003834 FISCAL YEAR : 2010	
From Req ID - 0003834					
INSTRUCTIONS TO BIDDERS					
<ol style="list-style-type: none"> 1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS. 2. FILL IN ALL BLANK SPACES. 3. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALIZED BY THE BIDDER. 4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D." REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER. 5. SPECIFY YOUR PAYMENT TERMS: _____ . CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS 					
BY SIGNING THIS BID, THE BIDDER CERTIFIES:					
<ul style="list-style-type: none"> * THAT NEITHER THIS BUSINESS ENTITY NOR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS IS CURRENTLY LISTED AS EXCLUDED OR SANCTIONED BY EITHER THE DEPARTMENT OF HEALTH AND HUMAN SERVICES, OFFICE OF INSPECTOR GENERAL (OIG) OR THE GENERAL SERVICES ADMINISTRATION (GSA). * THAT IF THIS BUSINESS ENTITY OR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS APPEAR ON EITHER LISTING, MY BID WILL BE REJECTED. * THAT IF AT ANY TIME DURING THE TERM OF THE CONTRACT AWARDED AS A RESULT OF THIS INVITATION TO BID, THIS ENTITY OR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS APPEARS ON EITHER LISTING, MY COMPANY WILL NOTIFY THE CONTRACTING AGENCY, AND THE CONTRACT WILL BE TERMINATED. THE CONTRACTING AGENCY WILL NOT BE LIABLE FOR ANY DAMAGES RESULTING FROM SAID TERMINATION. 					
THE BIDDER FURTHER CERTIFIES:					
<ul style="list-style-type: none"> * COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS, AND SPECIFICATIONS. * THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. * THAT ALL TAXES DULY ASSESSED BY THE STATE OF LOUISIANA AND IT'S SUBDIVISIONS, INCLUDING FRANCHISE TAXES, PRIVILEGE TAXES, SALES TAXES AND ALL OTHER TAXES FOR WHICH THE FIRM IS LIABLE HAVE BEEN PAID. * THAT IF MY BID IS ACCEPTED WITHIN _____ DAYS FROM BID CLOSING TIME, MY FIRM WILL FURNISH ANY OR ALL OF THE ITEMS (OR SECTIONS) AT THE PRICE OPPOSITE EACH ITEM (OR SECTION). * DELIVERY WILL BE MADE WITHIN _____ DAYS AFTER RECEIPT OF ORDER. 					
VENDOR PHONE NUMBER:		TITLE		DATE	
FAX NUMBER:					
SIGNATURE OF AUTHORIZED BIDDER (MUST BE SIGNED)			NAME OF BIDDER (TYPED OR PRINTED)		

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<ol style="list-style-type: none"> 6. DESIRED DELIVERY: 10 DAYS ARO, UNLESS SPECIFIED ELSEWHERE 7. TO ASSURE CONSIDERATION, ALL BIDS SHOULD BE SUBMITTED IN THE SPECIAL ENVELOPE, OR USE BID LABEL IF FURNISHED FOR THAT PURPOSE. IN THE EVENT YOUR BID CONTAINS BULKY SUBJECT MATERIAL, THE SPECIAL BID ENVELOPE SHOULD BE FIRMLY AFFIXED TO THE MAILING ENVELOPE. 8. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION. 9. IMPORTANT: THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.31). 10. INQUIRIES: ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE NUMBER AND ADDRESS SHOWN ABOVE. 11. BID FORMS: ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, SHOULD BE SUBMITTED ON, AND IN ACCORDANCE WITH FORMS PROVIDED, PROPERLY SIGNED (SEE #31). BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. 12. STANDARDS OR QUALITY. ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS/HER BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION. 13. DESCRIPTIVE INFORMATION. BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID, INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR LSUHSC TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATION SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEMS(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED. 14. BID OPENING. BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING LSUHSC DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED. 15. AWARDS. AWARD WILL BE MADE TO THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER. LSUHSC RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUP, OR IN TOTAL, AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES. 16. PRICES. UNLESS OTHERWISE SPECIFIED BY LSUHSC IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, 	

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<p>BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.</p> <p>17.DELIVERIES. BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.</p> <p>18.TAXES. VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. LSUHSC AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.</p> <p>19.NEW PRODUCTS. UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.</p> <p>20.CONTRACT CANCELLATION. THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE INCLUDING BUT NOT LIMITED TO THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.</p> <p>21.DEFAULT OF CONTRACT. FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE UNIVERSITY HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE UNIVERSITY RESERVES THE RIGHT TO PURCHASE AN OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.</p> <p>22.ORDER OF PRIORITY. IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPEICAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.</p> <p>23.APPLICABLE LAW. ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p> <p>24.EQUAL OPPORTUNITY. BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES THAT HE/SHE WILL NOT DISCRIMINATE IN THE RENDERING OF SERVICES TO AND/OR EMPLOYMENT OF INDIVIDUALS BECAUSE OF RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, HANDICAP, DISABILITY, VETERAN STATUS, OR A OTHER NON-MERIT FACTOR.</p> <p>25.SPECIAL ACCOMMODATIONS. ANY "QUALIFIED INDIVIDUAL WITH DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.</p> <p>26.IDEMNITY. CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO IDEMNIFY, AND HOLD HARMLESS, LSUHSC, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR,</p>	

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OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE UNIVERSITY, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.

27. INTERPRETATION OF DOCUMENT: ANY INTERPRETATION OF THE BID OR QUOTATION DOCUMENT WILL ONLY BE MADE BY AN ADDENDUM ISSUED IN WRITING BY THE PURCHASING DEPARTMENT. SUCH ADDENDUM WILL BE MAILED OR DELIVERED TO EACH PERSON RECEIVING A SET OF THE ORIGINAL BID OR QUOTATION DOCUMENTS. LSUHSC WILL NOT BE RESPONSIBLE FOR ANY OTHER EXPLANATION OR INTERPRETATION OF THE DOCUMENTS.

28. ACCEPTANCE OF BID: ONLY THE ISSUANCE OF A PURCHASE ORDER OR A SIGNED CONTRACT CONSTITUTES ACCEPTANCE ON THE PART OF LSUHSC.

29. ADHERENCE TO JCAHO STANDARDS: WHERE APPLICABLE, LSUHSC IS ACCREDITED BY THE JOINT COMMISSION ON ACCREDITATION OF HEALTHCARE ORGANIZATIONS AND AS SUCH ALL CONTRACTORS, SUBCONTRACTORS, AND VENDORS AGREE TO ADHERE TO THE APPLICABLE STANDARDS PROMULGATED BY THE COMMISSION.

30. PREFERENCE: IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1595, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY. DO YOU CLAIM THIS PREFERENCE? YES _____ NO _____
 SPECIFY THE LINE NUMBER (S) _____
 SPECIFY LOCATION WITHIN LOUISIANA WHERE THIS PRODUCT IS MANUFACTURED, PRODUCED, GROWN OR ASSEMBLED _____
 (NOTE: IF MORE SPACE IS REQUIRED, INCLUDE ON SEPARATE SHEET.)
 DO YOU HAVE A LOUISIANA BUSINESS WORK FORCE? YES _____ NO _____
 IF SO, DO YOU CERTIFY THAT AT LEAST FIFTY PERCENT (50%) OF YOUR LOUISIANA WORKFORCE IS COMPRISED OF LOUISIANA RESIDENTS?
 YES _____ NO _____
 FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES.
 PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.

31. SIGNATURE AUTHORITY. IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:

31.1. A CURRENT CORPORATE OFFICER, PARTNERSHIP MEMBER OR OTHER INDIVIDUAL SPECIFICALLY AUTHORIZED TO SUBMIT A BID AS REFLECTED IN THE APPROPRIATE RECORDS ON FILE WITH THE SECRETARY OF STATE; OR

31.2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY AN ACCOMPANYING CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT; OR

31.3. AN INDIVIDUAL LISTED ON THE STATE OF LOUISIANA BIDDER'S APPLICATION AS AUTHORIZED TO EXECUTE BIDS. BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH THE ABOVE.

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PRICE SHEET		Page 5 of 5	
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UNLESS SPECIFIED ELSEWHERE SHIP TO: ATTN: Kathleen Gebbia 1901 Perdido St Rm 2100 New Orleans LA 70112			
Line No.	Description		<div style="display: flex; justify-content: space-between;"> Unit Price Extended Amount </div>
1	<p>BLANKET CONTRACT FOR NET RESEARCH PRICE AGREEMENT. FOR THE PERIOD OF 1 YEAR FROM DATE OF AWARD.</p> <p>Specify brand, model bid(if applicable)</p> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p>AT THE OPTION OF BOTH PARTIES THIS CONTRACT MAY BE EXTENDED FOR UP TO 4 ADDITIONAL 1 YEAR PERIODS.</p> <p>NOTE TO BIDDERS - PLEASE COMPLETE THE SIGNATURE PAGE OF THE INVITATION TO BID, LISTING VENDOR NAME, ADDRESS, DATE AND AUTHORIZED SIGNATURE.</p> <p>* SEE ATTACHMENT FOR SPECIFICATIONS, TERMS AND CONDITIONS.</p> <p>**PLEASE NOTE - NO SPECIFIC ITEMS ARE LISTED ON THIS BID, OVERALL CATALOG OR PRICE BOOK DISCOUNT IS REQUESTED</p> <p>***PLEASE ADDRESS ALL INQUIRIES TO LORI LONG VIA E-MAIL - lcueva@lsuhsc.edu</p>	1.00	EA

Specifications for Net Price Agreement (\$25,000) for
Scientific Research Supplies, Laboratory Apparatus
Photographical Supplies and Medical Supplies
LSUHSC-Auxiliary Enterprises Bid #000322

Background:

The department of Auxiliary Enterprises at the LSU Health Sciences Center in New Orleans operates two research supply redistribution units, which serve the researchers located at the LSU Health Sciences Center and the Dental Book and Science Supply. Accrediting organizations for higher education generally consider such storeroom operations to be an essential component in support of the academic teaching and research missions of the institution. These units function as self funded service organizations, which reduce the bureaucracy and streamline the procurement process for the individual researchers. Combined, these units process over 5000 individual customer orders per month at an annual sales volume of approximately 5 million dollars.

The key to success for these redistribution units has been the ability to rapidly fill customer orders at discounted prices. The means of achieving this has been to establish prebid price agreements with a variety of vendors. These price agreements anticipate the needs of the researchers and eliminate the need to go through the bid process at the time the individual researcher places an order. The advantage to the researcher is the avoidance of delays and paperwork due to the bid process along with lower costs resulting from volume discounts offered to the redistribution units.

The advantage to the supplier is generally lower operating costs due to streamlined paperwork resulting from consolidated orders from a single redistribution unit. Also, suppliers can count on rapid payment of invoices through a fully computerized purchase order tracking and accounting system. The redistribution unit staff generally interacts closely with its supplier's representatives, working together to resolve problems and exchange information about new researchers and new labs et cetera.

Qualifications:

Suppliers must be able to provide computerized order and review capability. Suppliers must refer to the purchase order and release number on all shipping documents and invoices. Suppliers must provide a separate invoice corresponding to each shipment packing slip. Suppliers must have representation to resolve problems within two (2) working days. Suppliers must be able to assign our customer account to a single inside account representative if requested. Outside representatives are expected to contact the redistribution unit a minimum of one (1) time each month. Local representatives are expected to visit the redistribution units a minimum of two (2) times per month.

Submittal:

Each proposal submitted shall include at the time of the bid opening **ONE (1) copy of a NET PRICE BOOK** covering the total catalog listings of the supplier with the net discounted price for each item. **No specific items are listed on this bid, overall catalog or price book discount structure is requested.** Bidders may, and are highly encouraged to submit **THREE (3) copies of a NET PRICE BOOK** covering the total catalog listings of the supplier with the net discounted price for each item. If bidder chooses to submit one copy of a net price book at the time of the submittal, within thirty (30) days of the award, the bidder must provide two (2) additional copies off the Net Price Book. Failure to provide additional price books may be grounds for cancellation. Item prices must include all shipping, handling, insurance, and any and all other associated costs. Any additional discount packages to the offered straight pricing must be clearly shown and conditions clearly stated. The submittal shall be in binder or book form. All prices are to be firm for the period of the price agreement. **Bidders should fill out the submittal page (Page 5 of the Attachment), complete and sign the signature page (including listing vendor name and address).**

Integrity of Price Agreement:

It is understood that the terms and conditions of this price agreement are between the supplier and Auxiliary Enterprises' research supply redistribution units (Medical Center Stores and the Dental Science Supply) and are **NOT** to be extended to other departments or agencies within the system of the Louisiana State University Health Sciences Center. Failure to meet these terms can be grounds for termination with 30 day notice with no penalty.

Basis of Award:

It is anticipated that an award will be made to each supplier whose proposal represents a genuine value to Auxiliary Enterprises' research supply redistribution units in overall price structure, product quality, known supplier performance, and in meeting the above required computer and performance standards. However, any award does not preclude Auxiliary Enterprises from taking advantage of any subsequent seasonal, promotion, experimental, or similar other offer. A new item may be added at any time at an agreed upon price with the approval of the LSUHSC Auxiliary Enterprises. Identical items supplied by more than one vendor will be purchased from that vendor offering the lowest net price and meeting the delivery times needed.

For each award, up to three (3) separate purchase orders will be issued corresponding to each of the current redistribution outlets.

Location 1:	Ship to:	Medical Center Stores 1901 Perdido Street, Rm 2100 New Orleans, LA 70112
	Bill to:	Auxiliary Enterprises/ MCS 1901 Perdido Street, Rm 3103 New Orleans, LA 70112

Location 2	Ship to:	Dental Science Supply 1100 Florida Ave. New Orleans, La. 70118
	Bill to:	Auxiliary Enterprises/DBS 1901 Perdido Street, Rm 3103 New Orleans, LA 70112
Location 3	Ship to:	LSUHSC Health Sciences Bookstore 433 Bolivar Street – 2 nd Floor New Orleans, La. 70112
	Bill to:	Auxiliary Enterprises/HSB 1901 Perdido Street, Rm 3103 New Orleans, La. 70112

A separate customer number must be set up for each operation with the 'ship to' and 'bill to' addresses shown above. This customer number is separate than that established for the LSU Health Sciences Center or other departments within. Vendors must be able to restrict the ability to utilize this customer number and pricing related to the redistribution outlets strictly to the authorized personnel ordering for each redistribution outlet. Repeated offerings of LSUHSC – AE pricing to other equal to or smaller in size LSU departments, related agencies, Universities or Colleges in Louisiana, or government agencies, can be reason for termination of the contract with 30-day notice, with no penalty.

Period of Agreement and Renewal Option:

The period of the Price Agreement shall be from February 1, 2010 through January 31, 2011. The contract may be extended up to four additional one year periods with the total term of the contract not to exceed sixty (60) months if agreeable with successful vendor and LSUHSC AE.

Shipment terms:

Shipments are to be on the basis of **FOB destination**. Suppliers are expected to rush orders in at no additional cost when necessary to speed delivery time of orders which are delayed due to some error on the part of the supplier such as back orders due to low stock levels, incorrect shipments, delays in processing orders, et cetera. In some cases, the Auxiliary Enterprises will request 'Rush' shipments for reasons other than an error on the part of the supplier; in these cases, the supplier will have the option of adding shipping charges on a "pre-pay and add" basis. Collect shipments may not be accepted.

If supplier is not offering FOB destination, bid document must clearly state shipping terms and conditions. If bidder does not enter specific freight terms on the submittal page, it will be assumed that freight is included in price and will ship F.O.B. destination.

Equipment Price Verification:

Auxiliary Enterprises research distribution outlets also purchase, on request, non-stock laboratory apparatus and equipment. To insure that the institution receives consideration for downward pricing trends and/or special promotional offerings, current pricing is verified prior to the purchase. Each vendor with a Net Price agreement will receive, via email, a "Current Pricing Request" indicating the item to be purchased. Vendors must respond indicating current pricing, which shall not exceed pricing indicated in the net price agreement books, or may indicate a reduction in price from that listed in the net price book submitted to reflect additional discounts available due to market trend or promotional activity. Failure to respond to a "Current Pricing Request" means that the vendor with a net price agreement does not have equipment to offer that is equivalent to that being priced at that particular time. These requests for current pricing will be clearly marked and include the name of the Auxiliary Enterprises research distribution operation issuing the request, and should not be confused with requests for quotations issued via fax by the LSUHSC Purchasing Authority (Director of Purchasing, Purchasing Department).

Vendors without Net price agreements will not receive "Current Pricing Requests" unless they meet other contract criteria already established in the redistribution operations. Responses to "Current Pricing Requests" are to be for LSUHSC AE only and are not to be offered to other LSUHSC departments. LSUHSC AE expects to gain cost savings from pricing multiple pieces of equipment, volumes and services throughout the contract period. If a vendor offers a department of equal or smaller volume of business pricing of equal or less than contract pricing, the vendor must reduce LSUHSC AE redistribution operations' pricing by 5% less than the offered price. Appropriate email addresses for pricing requests must be provided to Kathleen Gebbia (kgebbi@lsuhsc.edu) within 30 days of award. Questions regarding price verification may be directed to Kathleen Gebbia (504) 599-0094.

SUBMITTAL

Note to Bidders – Please fill out ALL of the areas listed below

In compliance with the information for bidders and specifications, the undersigned proposes to furnish the specified products at the pricing described below:

Pricing from Price List/Catalog NO: _____

Effective date of Price List/Catalog: _____

Shipping terms and conditions(if other than described in bid document):_____

Provide discount level(s) from Price List/Catalog (if pricing in the Price List/Catalog is not listed as “net”):

Bidder (Name of Company): _____

PLEASE ADDRESS ALL INQUIRIES VIA EMAIL – lcueva@lsuhsc.edu